UNITED STATES GOVERNMENT COMPANY DOS COMP

Memorandum

THE THINK SHEET FOR OPTIONAL FORM TO

TO

FROM

: Type the Addressee's Title Here

in initial Caps

DATE: Use Military Date

Style

Type the Signer's Title Here

(Omit the date whenever the

dictator is not the signer.)

in Initial Caps

SUBJECT: Two the B

Type the Subject Title Here

in Initial Caps

4 spaces

1. On the Optional Form 10 the margin is set two spaces to the right of the colons in the heading; the left margin set at approximately 12 and the right margin at 84. Number the paragraphs if there is more than one and indent five spaces for each paragraph. When the text consists of fewer than eight lines, use double spacing, but never double space when the memons two or more paragraphs. Succeeding pages are typed on plain bond paper.

2. Carbon copies are prepared as follows:

White Letterex Courtesy Copy Information Copy Signer's Copy Tellow Letterex Official Copy

A chronological file copy, if kept by your office, is filed by date.

3. The distribution of the original and the carbon copies and also the identifying line may be typed on the Optional Form 10 itself. This information is ALMAYS typed on the signer's copy and the official copy.

5 spaces

Signer's Name at 50 (Initial caps optional)

Att:

Type a brief description of the attachment on original and copies.

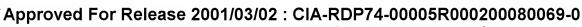
Distribution:

Orig. - Addressee (with att)

1 - Signer's copy (with att)

1 - Official copy (with att)

OFC/DIV/ER/SECT: Dictator: typist/extension (date of dictation)



Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

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PROBLEM I

Before	typing,	adjust	the	margins	on	your	typewriter	28	needed.

TO:

Chief, Placement Division

Office of Personnel

PRIM:

Chief. Recruitment Division

Office of Personnel

SUBJECT: Interagency Correspondence Standards

1. This Agency is contributing suggestions for the development of interagency correspondence standards in cooperation with the General Services Administration.

2. The attached list summarizes the correspondence procedures used and the problems encountered in the Recruitment Division.

DICTATOR:

FOIAb3b

Pecruitment Division, Office of Personnel. ext. 2524.

FOIAb3b

tells you to prepare the official copy and a courtesy copy. She tells you that you may show the distribution and the identifying line on both.

SIGNER:

FOIAb3b

prefers his name to be

typed in initial caps.

CLASSIFICATION:

COMPIDENTIAL

Which ones of the following carbon copies are needed for this problem?

COURTESY COPY:

R# .

Send to addressee; use white Letterex.

INFORMATION COPY:

Send to interested CIA official; use white Letterex.

SIGNER'S COPY:

Prepare when dictator is not signer; use white

Letterex.

OFFICIAL COPY:

Prepare for Subject-Humeric file; use yellow

Letterex.

DISTRIBUTION: Under the Distribution, the typist records the number of copies made and accounts for the dissemination of all the typed material.

IDENTIFYING LIME: The identifying line ALMAYS refers to the dictator: It shows the echelon at which he works, his name, his typist's initials, his extension, and the date he dictated the material. 33 spaces

(Omit the date whenever the distator is not the signer.)

Date of Signing!

MENORAHIAM FOR:

Type the Addressee's Title Here

in Initial Cape

EUBJECT:

Type the Subject Title Here

in Initial Caps

4 spaces

to Plain bond is required for memorandums addressed to the seven top officials and for multiple addressee memorandums. When preparing memorandums going to the seven top officials, always make a courtesy copy. Generally, a courtesy copy is typed for all correspondence on plain bond stationery.

Left and Right Margins at least one inch

- 2. An ATTENTION line or a THROUGH line is used in the heading if your dictator tells you to use either of them. The ATTENTION addresses does not get a carbon copy of the correspondence, but the THROUGH addresses does get a copy. This copy is prepared on white Letterex. When used, the word ATTENTION or THROUGH appears in ALL CAPS, even with the left margin, and two spaces below MEMORARDUM FOR.
- 3. Ask if the title of the recipient of an information copy may be typed on the original.
- 4. The Distribution and the Identifying Line shall not appear on those copies addressed to the seven top officials or to information addressees.

5 spaces

(50) Signer's Name in Initial Caps Signer's Title Cantered in Initial Caps

cc: Title of Information Addressee typed here

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PROBLEM III

Before typing, adjust the margins on your typewriter as needed.

METORANDUM FOR: Deputy Director for Support

SUBJECT:

Extension of Military Officers' Normal

Tour of Duty

- 1. The Central Intelligence Agency has entered into an agreement with the Assistant Secretary of Defense to the effect that three years will be considered a normal tour of duty for military personnel assigned to this Agency. A copy of the agreement is enclosed.
- 2. Exceptions involving extension of duty tours beyond three years will be forwarded to the Director of Personnel through the Mobilization and Military Personnel Division.

FOIAb3b

tells you to send an information copy to sector of Security; you may show this copy on ginal. In addition, you are to prepare the land the chronological file copies. Use atterex for the chronological copy.
natural - Remoden of Bencomel
D. Rehols, Director of Personnel
FFIAL
arbon copies are needed for this problem?
addressee; use white Letterex.
interested CIA official; use etterex.
when dictator is not signer; te Letterex.
for Subject-Mumeric file; use
Letterex.

CAUTION: Do not type the distribution and identifying line on the original or on the courtesy and information copies.

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PROBLEM IV

Before typing, adjust the margins on your typewriter as needed.

MEMORANDUM FOR: Deputy Director for Intelligence

SUBJECT: Special Assignment for Three Professional

Employees

This is to confirm the status of the three professional employees who just entered on duty in this office. Mark Ros and Jane Dos can be assigned immediately. John Brown is now attending a special telephone techniques course. He will be available the first of next week for assignment.

Emmett D. Echols, Director of Personnel. His DICTATOR: extension is 6825. Mr. Echola instructs you to prepare an official copy. STGMER: Robert L. Bennerman, Deputy Director for Support CLASSIFICATION: COMPIDENTIAL Which of the following carbon copies are needed for this problem? COURTESY COPY: Send to addressee: use white Letterex. INFORMATION COPY: Send to interested CIA official; use white Letterex. Prepare when dictator is not signer; SIGNER'S COPY: use white Letterex. Prepare for Subject-Mumeric file; use OFFICIAL COPY: yellow Letterex.

CAUFION: Do not type the distribution and identifying line on the original or on the courtesy and information copies.